



**State Reporting User Manual  
2005**

## Table of Contents

A.	Background Information and Introduction.....	1
B.	Security .....	2
C.	Logging in and Logging Out .....	3
D.	System Features .....	5
E.	Main Menu .....	10
E.1.	Report Menu.....	11
E.1.a.	Contact Information .....	12
E.1.b.	Section I: Description of State Teacher Certification or Licensure Assessments and Other Requirements.....	13
E.1.b.1.	Section I.a., b., & d.: Requirements to Obtain Level I, II, and III Certificates.....	13
E.1.b.2.	Section I.e.: Specific Assessment Requirements and Cut Score Table .....	15
E.1.b.3.	Section I.f.: Provisions for Persons Teaching Without Full Certification or Licensure.....	17
E.1.c.	Section II: Description of State Teacher Standards, and the Alignment Between State Teacher Certification or Licensure Requirements and Assessments.....	18
E.1.d.	Section III: Statewide and Institutional Pass Rates .....	19
E.1.e.	Section IV: Description of Criteria for Assessing the Performance of Teacher Preparation Programs within Institutions in the State .....	24
E.1.f.	Section V: List of Low Performing State Teacher Preparation Programs .....	25
E.1.g.	Section VI: Information on Waivers of State Certification or Licensure Requirements .....	26
E.1.h.	Section VII: Alternative Routes to Teacher Certification or Licensure, and Pass Rates for Program Completers of Alternative Routes .....	27
E.1.i.	Section VIII: State Efforts to Improve Teacher Quality .....	29
E.1.j.	Section IX: Certification.....	30
E.1.k.	Printing Your State Report .....	32
E.2.	Templates and Uploads .....	32
E.2.a.	Uploads.....	33
E.2.b.	Templates.....	37
E.3.	Instructions .....	40

## Tables

A.1.	Data Collection Year/Cycle.....	1
A.2.	Westat Contacts .....	2

## Figures

B.1.	Time-Out Warning.....	2
C.1.	Login Screen.....	3
C.2.	Initial Password Change.....	4
C.3.	Log Out .....	5
D.1.	Radio Buttons and Text Boxes .....	6
D.2.	Check Boxes.....	7
D.3.	Edit List Feature .....	8
D.4.	List Items.....	9
E.1.	Main Menu .....	10
E.2.	Report Menu.....	11
E.3.	Contact Information.....	12
E.4.	Section I .....	13
E.5.	Sections I.a., b., and d. ....	14
E.6.	Section I.e.....	15
E.7.	Section I.e. Requirements.....	16
E.8.	Section I.f. ....	17
E.9.	Section II.....	18
E.10.	Section III.....	20
E.11.	Tables D1-D4 and Tables D1.a-D2.a.....	21
E.12.	Entering or Editing a Table .....	22
E.13.	Adding a Table Item .....	23
E.14.	Section IV.....	24
E.15.	Section V .....	25
E.16.	Section VI.....	26
E.17.	Section VII .....	27
E.18.	Table D5.....	28
E.19.	Section VIII .....	29
E.20.	Certification Verification .....	30
E.21.	Certification.....	31
E.22.	Print Menu.....	32
E.23.	Uploads .....	33
E.24.	Templates .....	37
E.25.	File Download .....	38
E.26.	Template for Table D1.....	39
E.27.	Instructions .....	40

## Title II On-Line State Reporting User Manual

### **A. Background Information and Introduction**

In October 1998, Congress voiced its concern for the quality of teacher preparation by enacting Title II of the Higher Education Act (HEA). Title II authorizes federal grant programs that support the efforts of states, institutions of higher education, and their school district partners to improve the recruitment, preparation, and support of new teachers. Title II also includes accountability measures in the form of reporting requirements for institutions and states on teacher preparation and licensing.

The data that will be provided annually by institutions and states represent one way we can begin to measure the success of teacher education programs and state efforts to improve teacher quality. It is the hope of the U.S. Department of Education, and the desire of Congress, that institutions and states use the reports in meaningful ways to improve teacher education in America.

Section 207 of Title II requires the annual preparation and submission of three reports on teacher preparation and licensing: one from institutions to states, a second from states to the U.S. Secretary of Education, and a third from the Secretary to Congress and the public. This manual addresses the on-line system developed by Westat to facilitate the completion of the state survey. The on-line survey is an electronic version of Appendix D in the *Reference and Reporting Guide*. You can access the State Reporting System (SRS) on the Reporting page of the Title II web site, [www.title2.org](http://www.title2.org).

As you know, the survey uses elements from different points in time. For example, certification requirements are based on the most current information available, while the pass rates are based on the 2003-2004 academic year. We have included a reference table (*see Table A.1.*) showing each survey section and the corresponding data collection year/cycle.

This system was created and developed with the user in mind. We have attempted to make this process as clear and simple as possible. If you experience any difficulties using this system, please call or email your state Westat contact as listed in *Table A.2.*

**Table A.1. Data Collection Year/Cycle**

<b>Section</b>	<b>Page(s)</b>	<b>Item</b>	<b>Year</b>
I.a. - I.d.	48-53	Description of certification/licenses	Most current state regulations
I.e.	53-55	Specific assessment requirements	Academic year 2003-2004
I.f.	55	Provisions for persons teaching without full certification/licensure	Most current state regulations
II	55-58	State standards	Most current state regulations/policies
III	58-64	Institutional and state pass rates	Academic year 2003-2004 Updates for academic year 2000-01
IV	65	Description for assessing performance of teacher preparation programs	Most current state regulations/policies
V	65	Low performing	Most current review cycle
VI	66	Waivers	School year 2004-2005 (Should be a full-year count)
VII.a. - VII.b.	67	Alternative route programs	Most current state regulations/policies
VII.c.	68-70	Alternative route pass rates	Academic year 2003-2004 Updates for academic year 2000-01

**Table A.2 Westat Contacts**

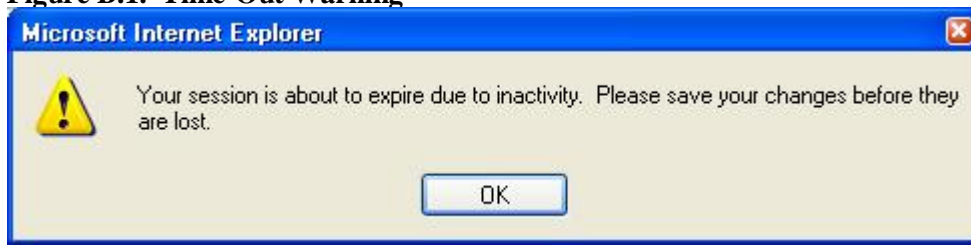
State Contacts 1-800-937-8281					
Tamara Morse Azar Ext. 5102 <a href="mailto:tamaraazar@westat.com">tamaraazar@westat.com</a>		Darcy Pietryka Ext. 4895 <a href="mailto:darcypietryka@westat.com">darcypietryka@westat.com</a>		Elizabeth Buckland Ext. 2304 <a href="mailto:elizabethbuckland@westat.com">elizabethbuckland@westat.com</a>	
Alabama	Hawaii	Maryland	New Jersey	South Carolina	Wyoming
Alaska	Idaho	Massachusetts	New Mexico	South Dakota	Wisconsin
Arizona	Illinois	Michigan	New York	Tennessee	American Samoa
Arkansas	Indiana	Minnesota	North Carolina	Texas	Federated States
California	Iowa	Mississippi	North Dakota	Utah	of Micronesia
Colorado	Kansas	Missouri	Ohio	Vermont	Guam
Connecticut	Kentucky	Montana	Oklahoma	Virginia	Northern Marianas
Delaware	Louisiana	Nebraska	Oregon	Washington	Puerto Rico
Florida	Maine	Nevada	Pennsylvania	West Virginia	US Virgin Islands
Georgia		New Hampshire	Rhode Island		

**B. Security**

For security purposes, generally, only one User ID and password will be distributed to each state. If your state chooses to use multiple accounts, it is the states' responsibility to ensure that multiple users will not access and overwrite each others data. Data are stored on a secure database running on a secure operating system and are accessible only by use of your User ID and password. Therefore, users (states) are prevented from viewing other users' (states') data.

The SRS will automatically log the user off the system after 20 minutes of inactivity (activity includes clicking the mouse on the page, typing in text boxes, saving the page, etc.). A time-out warning will notify you that your session is about to expire (*see Figure B.1*). If you do not save your data or if inactivity continues, your session will time out, and you will need to log back into the system. Be sure to **save any data** or survey responses at least **every 15 minutes** to avoid losing them.

**Save your data at least every 15 minutes!**

**Figure B.1. Time-Out Warning**

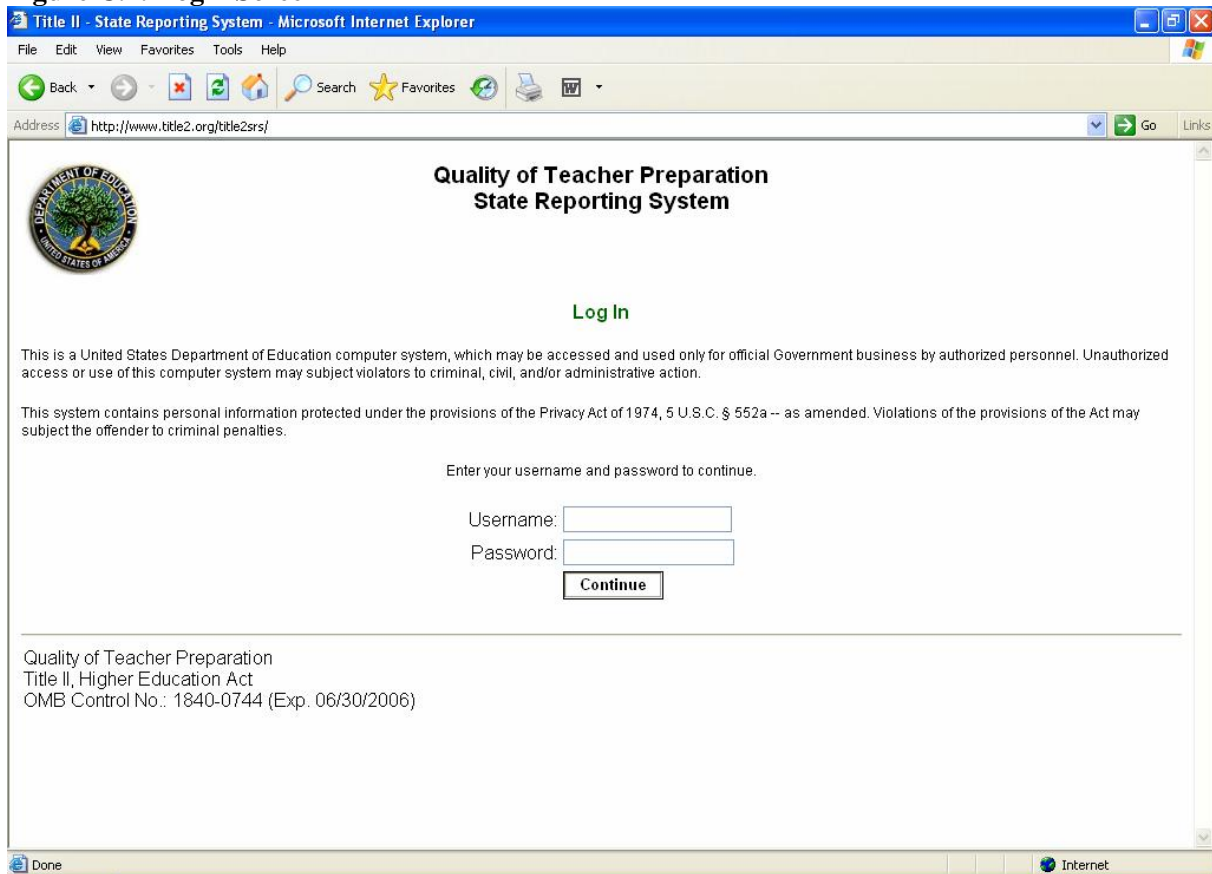
### C. Logging In and Logging Out

To log in to the on-line Title II State Reporting System (SRS), follow these steps:

1. Go to the homepage of the Title II web site at **www.title2.org**.
2. Click on the **Reporting** button.
3. From the Reporting page, click on the link **Report Your Data On-line!**

This will bring you to the Quality of Teacher Preparation State Reporting System login page (see *Figure C.1.*). Type the User ID and password given to you by Westat and click on the **Continue** button. You can also use the tab key and tab to the **Continue** button and press **Enter**.

**Figure C.1. Login Screen**



The screenshot shows a Microsoft Internet Explorer window titled "Title II - State Reporting System - Microsoft Internet Explorer". The address bar displays "http://www.title2.org/title2srs/". The main content area features the "Quality of Teacher Preparation State Reporting System" logo on the left and the title in the center. Below the title is a green "Log In" link. A disclaimer states: "This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." Another disclaimer follows: "This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties." Below these, a prompt says "Enter your username and password to continue." followed by input fields for "Username:" and "Password:". A "Continue" button is positioned below the password field. At the bottom, a footer contains the text: "Quality of Teacher Preparation", "Title II, Higher Education Act", and "OMB Control No.: 1840-0744 (Exp. 06/30/2006)". The status bar at the bottom shows "Done" and "Internet".

The First time you log into the SRS, you will be prompted to change your password (see *Figure C.2.*). The following requirements must be met in order for your new password to be accepted:

- The new password must be 8-12 characters in length;
- Your User ID cannot be part of your password;
- The new password must contain at least one letter;
- The new password must contain at least one number.

For example, a User ID of Jonesb and password of Westat11 would be acceptable.

**Figure C.2. Initial Password Change**

The screenshot shows a web browser window titled "Title II SRS Account Information - Microsoft Internet Explorer". The address bar displays "https://www.title2.org/Title2SRS/Account.asp". The page content features the Department of Education logo on the left and the title "Quality of Teacher Preparation State Reporting System" in the center. Below the title, the heading "SRS Account Information" is displayed in green. A prompt "Please provide the following information." is followed by a form with the following fields: "Contact Name" (Cathy Lease), "Title" (Research Analyst), and "Address" (1650 Research Blvd., Rockville, MD 20850). The browser's status bar at the bottom shows "Done" and "Internet".

After you have successfully changed your password, click on one of the four buttons at the bottom of the screen to proceed (*See Part D. System Features for help with the buttons.*).

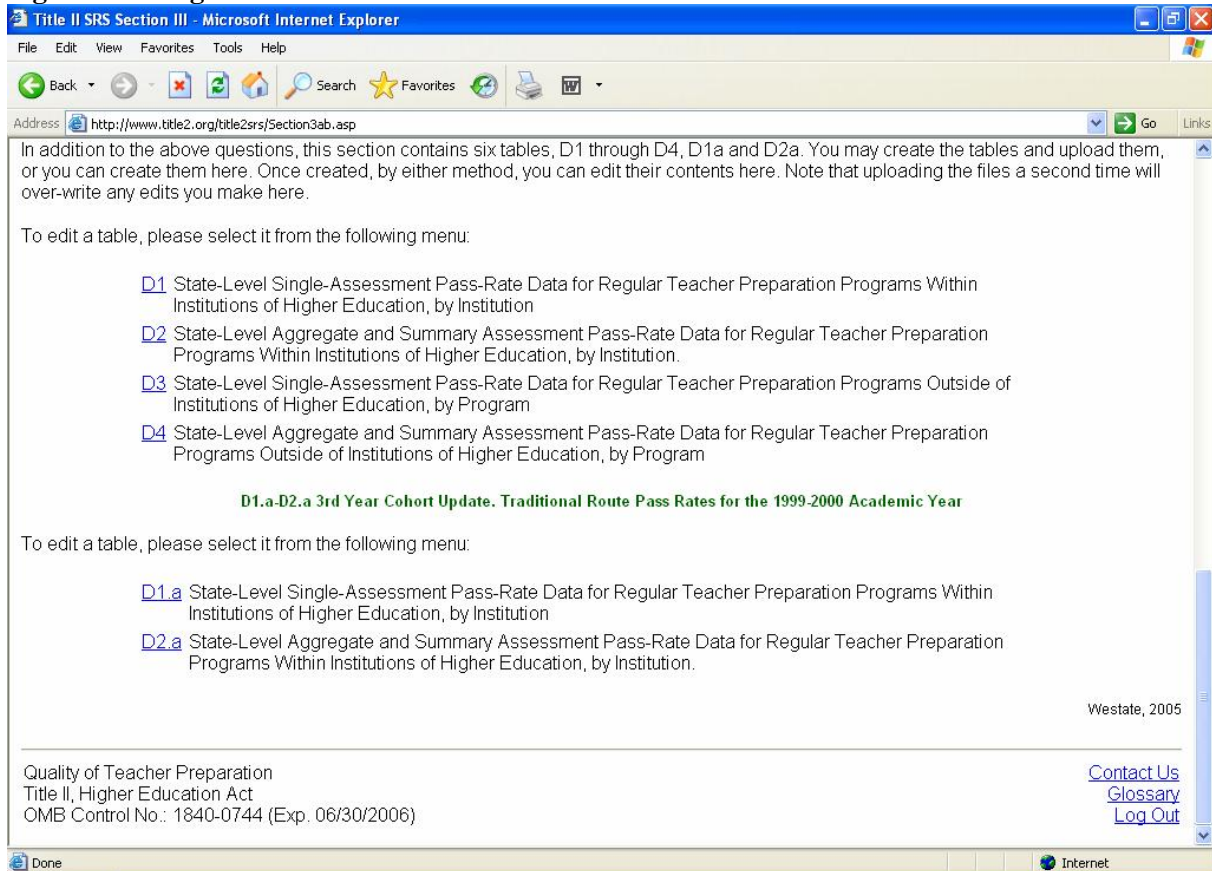
During subsequent log-ins, if you enter an incorrect User ID and/or password, you will see a message stating, "The username/password supplied is incorrect. Please check it before trying again." You may then re-enter the correct User ID and password to log in.

For security purposes, if you enter an incorrect User ID and/or password five times, you will be locked out of your account. This means **you will not be able to access your account**. You must contact Westat to unlock your account.

**If you do not remember your User ID and/or password, contact Westat. You will be issued a new User ID and/or password.**

In the bottom right-hand corner of each page, you will see a link called **Log Out** (see *Figure C.3.*). Click on this link when you want to log out of the system. This will return you to the Login Page.

**Figure C.3. Log Out**



## **D. System Features**

The following features are found throughout the SRS: radio buttons, text boxes, check boxes, the Edit List feature, and buttons.

**Radio buttons.** You may choose only ONE response when using radio buttons. To select a radio button, simply click on it with your mouse. Once a radio button is selected, the only way to deselect it is to choose another radio button in that response.



**Text boxes.** Single-line text boxes are usually limited to the size of the displayed box. There is no character limit on multi-line text boxes, but we encourage you to **be brief, concise, and to the point when entering text.** When referencing a separate document, please refer to the document title in the text box, rather than copying the entire document into it. Email the actual document to us at **title2@westat.com.** When referencing a web address, include the entire address (including “<http://>”). (See Figure D.1. for an example of radio buttons and text boxes.)

**Figure D.1. Radio Buttons and Text Boxes**

**Quality of Teacher Preparation State Reporting System**

**Section IV**

**Description of criteria for assessing the performance of teacher preparation programs within institutions in the state.**  
(Based on your state's most current regulations and policies)

**5 Questions**

1) Has the state implemented criteria for assessing teacher preparation program performance?

☒ Yes  
☐ No  
☐ Not applicable

Implementation Date  (mm/dd/yyyy)

List the entities involved in implementation.

Radio buttons

Text boxes

**Check boxes.** You may choose more than one check box in a single response (*see Figure D.2.*). To select a check box, simply click your mouse in the box (or using the Tab key, tab to the box and press the space bar). To deselect a box, click your mouse in the box (or press the space bar) again.

**Figure D.2. Check Boxes**

8) Please specify where there are state teacher standards for the following specific fields.

	All Levels	Grades K-3	Grades 4-6	Middle Grades	Secondary Grades
Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bilingual Education, ESL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Childhood Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English/Language Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Languages Other Than English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology in Teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocation/Technical Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Edit list.** This year, we have preloaded most of your responses from last year. If your answers have not changed, you do not need to submit new responses. However, if you do need to update information, you will need to use the Edit List feature, found throughout the SRS (*see Figure D.3.*).

**Even if your answers have not changed from last year, we strongly recommend you review them!**

**Figure D.3. Edit List Feature**

**Current policy processes and status**

9 Questions

1) Has the state established content standards for K-12 students?

☒ Yes  
☐ No  
☐ Not applicable

Description: State Student Standards

Please provide references and web addresses (if any). Those provided are listed below. To add, delete or modify them press "Edit List".

**Edit List**

Elementary standards  
www.state.gov  
Secondary standards  
www.state.gov

2) Has the state developed standards that prospective teachers must meet in order to attain initial teacher certification or licensure?

☒ Yes  
☐ No  
☐ Not applicable

Description: State Teacher Standards

Please provide references and web addresses (if any). Those provided are listed below. To

In order to make changes to a list, click on the **Edit List** button to the left of the list you want to edit. You will then see all of the items in the list (*see Figure D.4.*). To add a new item to the list, click on the **Add New** button located to the top and left of the list. To make changes to an item, click on the **Edit** button located to the left of the list item and make any necessary changes. To delete an item from the list, click on the **Delete** button located to the right of the list item. You will see an alert box asking if you are sure you want to delete this item. Click on **OK** to delete the item, or click on **Cancel** if you do not want to delete the item.

Some Edit List features ask for a Web Address and/or Reference. Enter a web address (including “<http://>”) if there is a related or corresponding web site or page. Enter a document reference to direct a reader to a state publication, legislation, etc.

**Figure D.4. List Items**

**Quality of Teacher Preparation State Reporting System**

Section II.b

Question 1

The references and web addresses provided are listed below. To add an entry select Add New. To edit or delete an entry, select either Edit or Delete. Only one reference and/or web address per entry, please.

Add New			
<input type="button" value="Edit"/>	Elementary standards	www.state.gov	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	Secondary standards	www.state.gov	<input type="button" value="Delete"/>

Quality of Teacher Preparation  
Title II, Higher Education Act  
OMB Control No.: 1840-0744 (Exp. 06/30/2006)

[Contact Us](#)  
[Glossary](#)  
[Log Out](#)

**Buttons.** At the bottom of each survey section, you will find one or more buttons. Please make special note of the following four buttons: **Save and Stay**, **Save and Exit**, **Reset**, and **Exit Without Saving**. A description of each is below.

**Save and Stay:** This will save data in the section and you will remain in that section. If you are working on the same section for a lengthy period of time, it is recommended that you save your data at least every 15 minutes (*see Part B. Security*). Use this button to save your data periodically as you work through a section.

**Save and Exit:** This will save data in the section and will return you to the previous page or menu. Use this button when you want to exit a survey section. (If you have not completed the section, you can return to it later and your data will be saved.)

**Reset:** This will reset all fields in the section to their last saved value. For example, if you make changes to a saved section but do not want to save the changes, use the **Reset** button. This will return the section to how it appeared the last time you saved it.

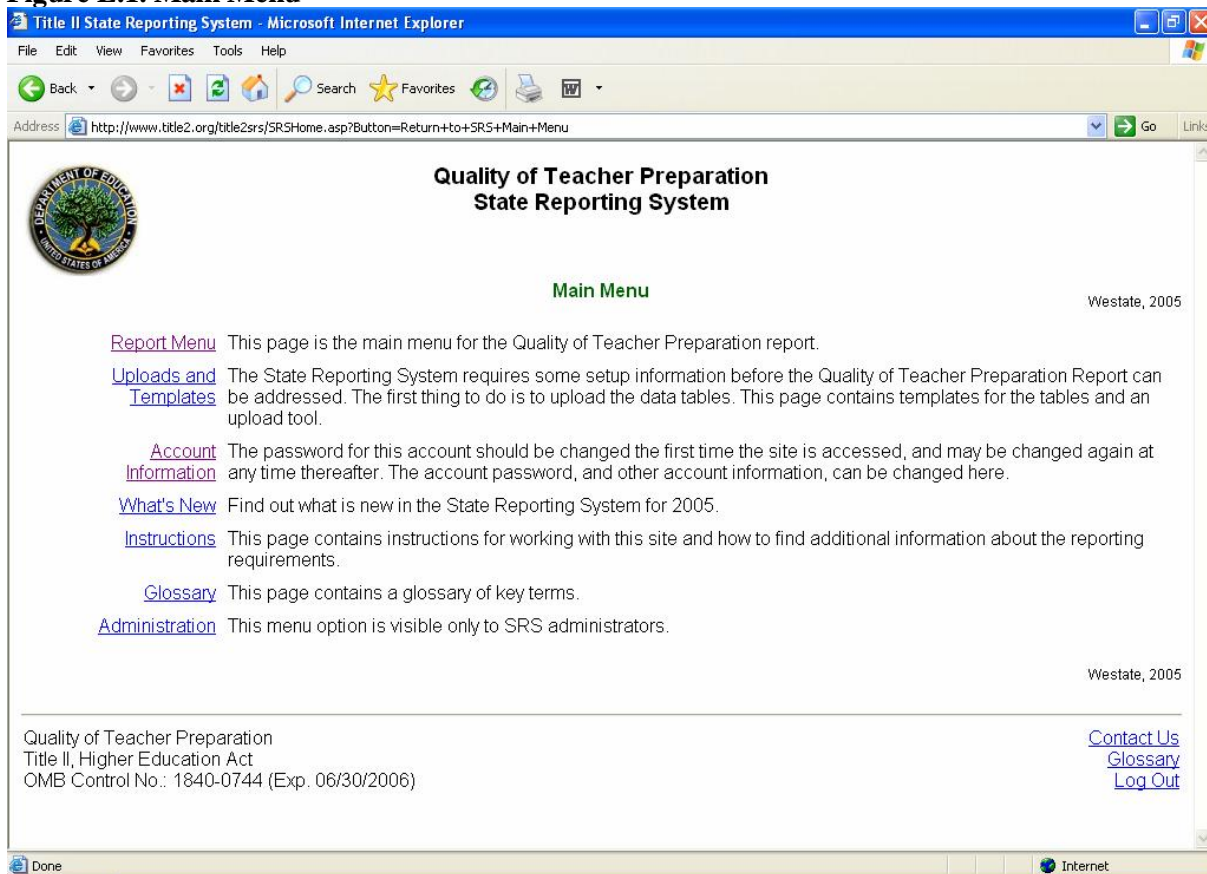
**Exit Without Saving:** This will return you to the previous page or menu. Any changes made to the page since it was last saved will not be saved.

**Check Spelling.** A spell-check feature has been added to the report sections. If you would like a section to be checked for spelling, please hit the button at the bottom of the page marked, "Check Spelling." A new window will open and will list any potential spelling errors as well as suggested replacements. This feature is similar to those used in word processing programs. In order for the spell-check feature to work properly, your browser must allow pop-up windows. Please disable any pop-up blockers to use this feature.

## **E. Main Menu**

Once you log into the SRS, you will see the Main Menu page (*see Figure E.1.*). From this page, you can access the Report Menu, Uploads and Templates, Account Information, and Instructions for using the SRS. You can also find out What's New in the system this year and access the Glossary. These menu items are listed on the left-hand side of the screen, with a description to the right.

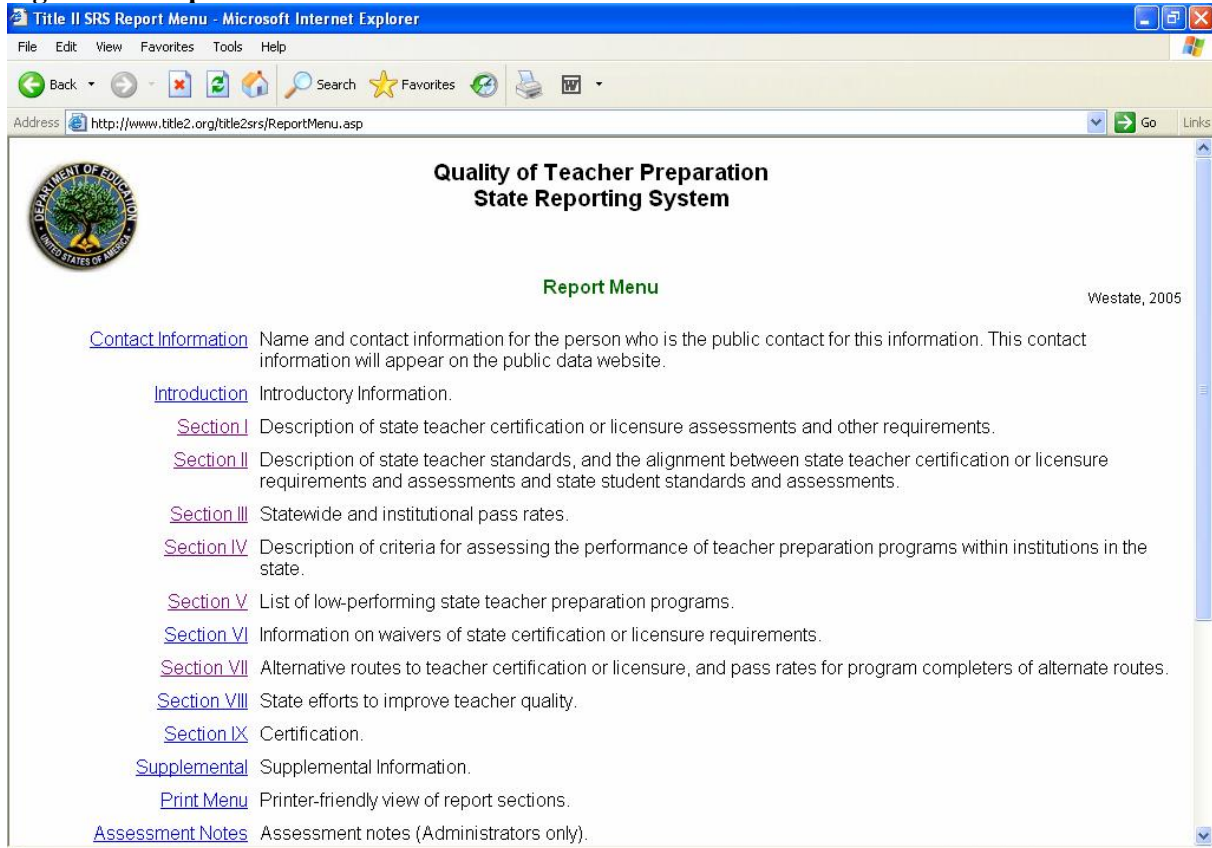
**Figure E.1. Main Menu**



## E.1. Report Menu

The Report Menu is the central menu for the Quality of Teacher Preparation report. From the Main Menu page, click on **Report Menu**. On the Report Menu page (see *Figure E.2.*), you will see links and descriptions for Contact Information and each section of the report.

**Figure E.2. Report Menu**



### **E.1.a. Contact Information**

The individual listed in the Contact Information section (*See Figure E.3.*) will be presented as the state contact for members of the public who would like more information. The fields are fairly self-explanatory. If you need assistance entering or updating this information, contact Westat. The Title II State Coordinator may change or update this information at any time. Once you have entered information in the Contact Information section, choose the appropriate button (Exit Without Saving, Reset, Save and Stay, Save and Exit) at the bottom of the page (*see Part D. System Features*).

**Figure E.3. Contact Information**

The screenshot shows a web browser window titled "Title II SRS Point of Contact - Microsoft Internet Explorer". The address bar displays "http://www.title2.org/title2srs/POC.asp". The page content includes the Department of Education logo, the title "Quality of Teacher Preparation State Reporting System", and the section "Contact Information" for Westate, 2005. A prompt asks for contact information for Westate. The form fields are filled with the following data:

First Name:	Allison
Last Name:	Henderson
Title:	Project Director
Agency:	Westat
Address:	1650 Research Blvd.
City:	Rockville
State:	MD
Zip:	20850
Telephone Number:	877-684-8535
Fax Number:	301-294-4475
Email Address:	title2@westat.com
Website Address:	



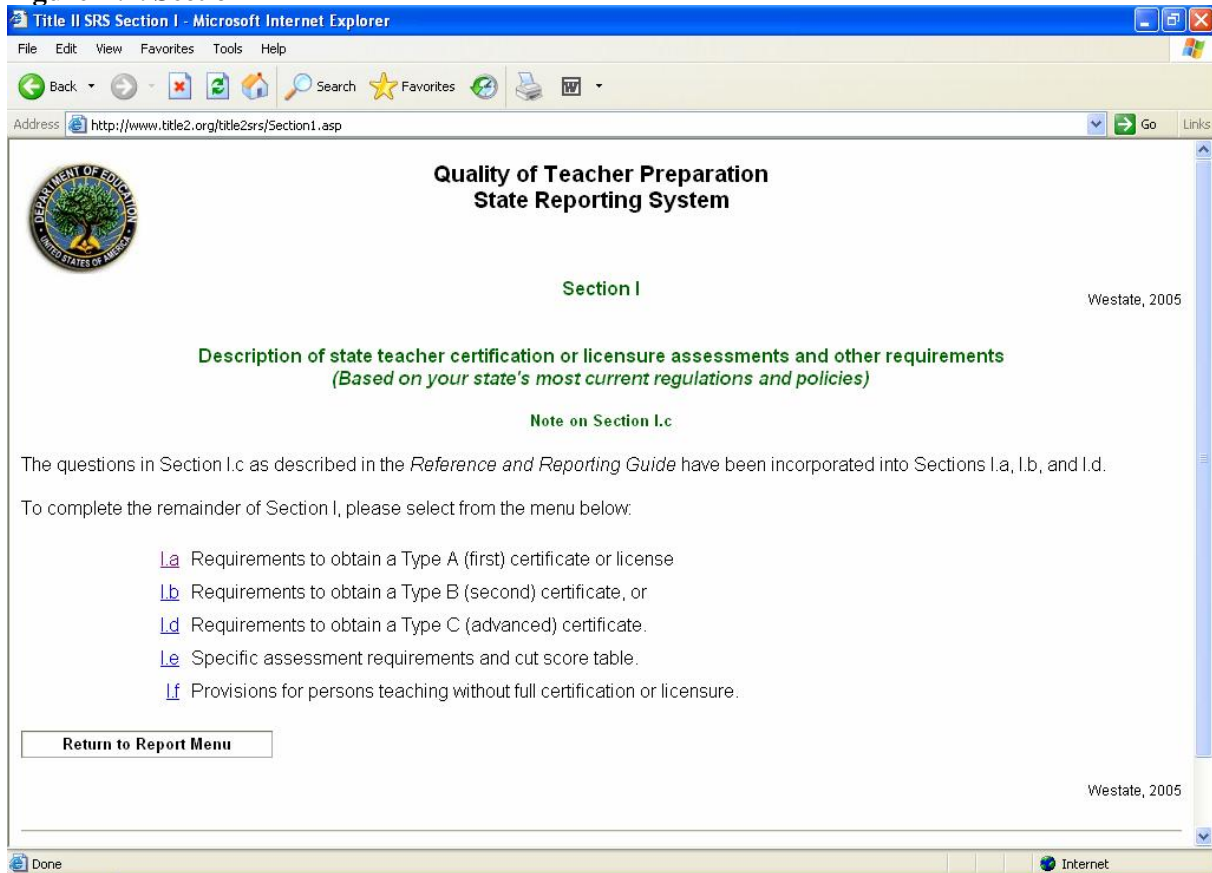
## E.1.b. Section I: Description of State Teacher Certification or Licensure Assessments and Other Requirements

**Please note that the questions in Section I.c. of the Reference and Reporting Guide have been incorporated into Sections I.a., I.b., and I.d. of the on-line survey.**

### E.1.b.1. Section I.a., b., & d.: Requirements to Obtain Level I, II, and III Certificates

From the Report Menu page, click on the link for **Section I**. From the Section I page, you can complete Sections I.a., b., d., e. & f. of the survey (see *Figure E.4.*).

**Figure E.4. Section I**





Click on the appropriate link to complete **Sections I.a., b. & d.** In these sections (*see Figure E.5.*), you are asked to list the requirements to obtain a Level I (first), Level II (second), and Level III (advanced) certificate or license. These fields are pre-filled with information your state Title II Coordinator entered during the last reporting year. Please review these entries carefully and update them as necessary. Information in this section should be based on your state's most current regulations and policies.

See *Part D. System Features* for help with the Edit List feature.

**Figure E.5. Sections I.a., b., and d.**

**Quality of Teacher Preparation  
State Reporting System**

**Section I.a** Weststate, 2005

**Requirements to obtain a Level I (first) certificate or license**

The following Level I certificates/licenses have been described. To add a new certificate, press Add New. To view or modify a certificate, press Edit. To delete a certificate, press Delete.

Certificate	Initial	Permanent	Renewable	
<input type="button" value="Edit"/> Standard Teaching Certificate	Yes	No	Yes	<input type="button" value="Delete"/>

Weststate, 2005

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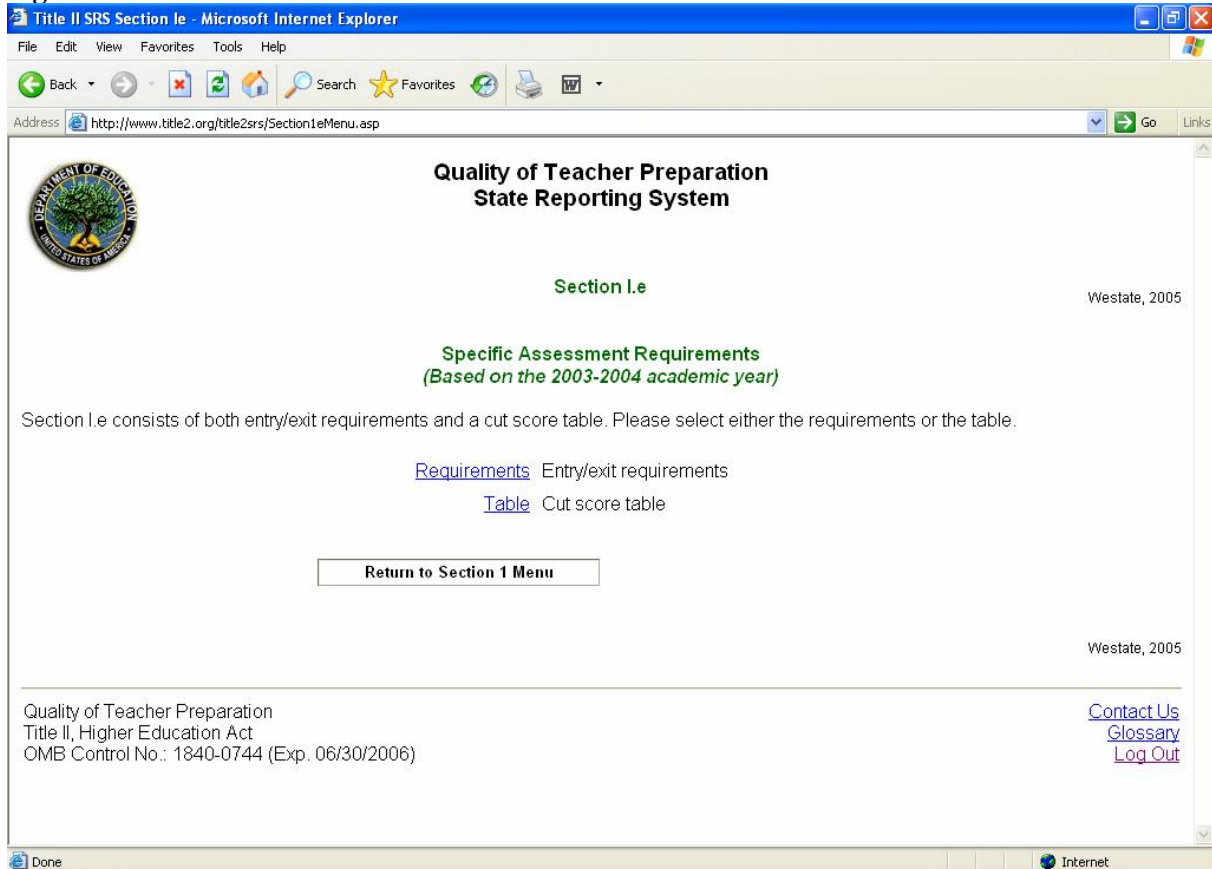
Quality of Teacher Preparation  
Title II, Higher Education Act  
OMB Control No.: 1840-0744 (Exp. 06/30/2006)

[Contact Us](#)  
[Glossary](#)  
[Log Out](#)

### E.1.b.2. Section I.e.: Specific Assessment Requirements and Cut Score Table

From the Section I page, click on the appropriate link to complete **Section I.e.** This section, Specific Assessment Requirements, includes information on entry and exit requirements and an assessment cut score table (*see Figure E.6.*).

**Figure E.6. Section I.e.**



To complete the requirement information, click on the **Requirements** link. You will see all of your state institutions and assessments listed (*see Figure E.7.*). Indicate if each assessment is required for entry and/or exit at each institution by selecting the appropriate check boxes on the right-hand side of the page.

You may use the select boxes at the top of the page to limit what is shown on the page at one time. You may choose to view the following:

- all or specific institutions,
- all or specific assessment content areas, or
- all or specific assessments.

You may also sort the information by institution or assessment. To do this, select the appropriate radio button (**Institution** or **Area-Assessment**).

After you have made your selections, click on the **Change View** button. After you have selected the appropriate check boxes to indicate if the assessment is required for entry or exit at that institution,

choose the appropriate button at the bottom of the page: Save and Stay, Save and Exit, Reset, Exit Without Saving (see *Part D. System Features*).

**Figure E.7. Section I.e. Requirements**

**Quality of Teacher Preparation State Reporting System**

**Section I.e.** Weststate, 2005

**Specific Assessment Requirements**

Institutions and assessments are listed below. For each, indicate whether it is needed for entry and/or exit. Select the information to be shown by choosing institutions and assessments from the selection boxes below. Change the sort order by selecting either Institution or Area-Assessment. To switch to the new view, click on Change View. Change View also acts as a save button.

Note that the institutions and assessments are drawn from your pass rates. To add a school, click the Add Institution link at the bottom of the list, making sure to save this page first.

Show: All Institutions All Areas All Assessments Sort by: ☒ Institution ☐ Assessment [Change View](#)

☐ No tests required for entry/exit.

Institution	Area (code)	Assessment (code)	Required for	
			Entry	Exit
Teacher University Basic Skills (1)	CBT MATHEMATICS (731)		<input type="checkbox"/>	<input type="checkbox"/>
Teacher University Basic Skills (1)	CBT READING (711)		<input type="checkbox"/>	<input type="checkbox"/>
Teacher University Basic Skills (1)	CBT WRITING (721)		<input type="checkbox"/>	<input type="checkbox"/>

To complete the Section I.e. table, click on the **Table** link on the Section I.e. page (see *Figure E.6.*). This section will not be populated until your pass rate files have been uploaded.

Test area and assessment name will be preloaded on the screen from the pass rate files.

For each test reported in your pass rate files, please provide the state minimum cut score and the possible lowest and highest score.

You may add an assessment by clicking on the “Add Assessment” link at the bottom of the page.

When you click on this link, you will need to enter area code, assessment code, and assessment name. Choose the appropriate button at the end of the page to return to the Section I.e page.

Information in Section I.e. should be based on the 2003-2004 academic year.

### E.1.b.3. Section I.f.: Provisions for Persons Teaching Without Full Certification or Licensure

From the Section I page, click on the appropriate link for **Section I.f.** (see *Figure E.8.*). Information in this section should be based on your state's most current regulations and policies. For help with the Edit List feature, text boxes, and check boxes, see *Part D. System Features.*


**Figure E.8. Section I.f.**

**Title II SRS Section I.f. - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print

Address <http://www.title2.org/title2srs/SectionI.f.asp> Go Links

 **Quality of Teacher Preparation  
State Reporting System**

**Section I.f** Westate, 2005

**Provisions for persons teaching without full certification or licensure**  
(Based on your state's most current regulations and policies)

**3 questions**

1) Please provide descriptions of the different categories or terms your state uses for temporary waivers of state certification or licensure requirements, such as "emergency permit certificate".

**Edit List** Categories or terms submitted are listed below. Press "Edit List" to add, delete or modify them.

**Temp license:** (1 years) Renewable  
<http://www.ed.gov>

2) Please provide information about the extent to which local education authorities are involved in deciding whether an individual shall receive a waiver of certification or licensure requirements. In some states, for instance, schools or school districts must request that an individual be given a waiver before that state authority will consider granting it. (Please include references to applicable regulations or manuals.)

The temporary permits require district participation in requesting the permit as well as requiring them to show certain criteria. A district cannot hire an individual under a

Done Internet

### **E.1.c. Section II: Description of State Teacher Standards, and the Alignment Between State Teacher Certification or Licensure Requirements and Assessments and State Student Standards and Assessments**

Section II (*see Figure E.9.*) is divided into two parts. The first part asks about standards and criteria; the second is regarding policy. Select the appropriate link to complete **Section II.a.** or **Section II.b.** Information in both sections should be based on your state's most current regulations and policies. For help with the Edit List feature, radio buttons, text boxes, and check boxes, *see Part D. System Features.*


**Figure E.9. Section II**

Title II SRS Section II - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W

Address <http://www.title2.org/title2srs/Section2.asp> Go Links

 **Quality of Teacher Preparation  
State Reporting System**

**Section II** Westate, 2005

**Description of state teacher standards, and the alignment between state teacher certification or licensure requirements and assessments and state student standards and assessments  
(Based on your state's most current regulations and policies)**

This section is divided into two parts. The first part asks about standards and criteria. The second part is about policy. Please select from the following two choices:

[Section II.a](#) State teacher standards and criteria for certification or licensure

[Section II.b](#) Current policy processes and status

[Return to Report Menu](#)

Westate, 2005

---

Quality of Teacher Preparation  
Title II, Higher Education Act  
OMB Control No.: 1840-0744 (Exp. 06/30/2006)

[Contact Us](#)  
[Glossary](#)  
[Log Out](#)

Done Internet

#### **E.1.d. Section III: Statewide and Institutional Pass Rates**

From the Report Menu page, click on the link for **Section III** (*see Figure E.10.*). New information and data in this section should be based on the 2003-2004 academic year (Section III.a, Section III.b, Tables D1-D4). You must also report updated pass rate data for your 2000-2001 cohort (Tables D1.a-D2.a). You are required to submit data based on information available in the third year of a cohort (3rd Year Cohort Update). This section includes Tables D1-D4 and Tables D1.a-D2.a; table descriptions are as follows:

- D1: State-Level Single Assessment Pass-Rate Data for Regular Teacher Preparation Programs Within Institutions of Higher Education, by Institution
- D2: State-Level Aggregate and Summary Assessment Pass-Rate Data for Regular Teacher Preparation Programs Within Institutions of Higher Education, by Institution
- D3: State-Level Single Assessment Pass-Rate Data for Regular Teacher Preparation Programs Outside of Institutions of Higher Education, by Program
- D4: State-Level Aggregate and Summary Assessment Pass-Rate Data for Regular Teacher Preparation Programs Outside of Institutions of Higher Education, by Program
- D1.a: State-Level Single-Assessment Pass-Rate Data for Regular Teacher Preparation Programs Within Institutions of Higher Education, by Institution
- D2.a: State-Level Aggregate and Summary Assessment Pass-Rate Data for Regular Teacher Preparation Programs Within Institutions of Higher Education, by Institution

Complete Sections III.a. and III.b. at the top of the page. **Be sure to save your work before moving on to the tables, which are located lower on the page.**

**Figure E.10. Section III**

**Quality of Teacher Preparation  
State Reporting System**

**Section III**

Westate, 2005

**Section III.a and III.b and Tables D1-D4  
(Based on the 2003-2004 academic year)**

**4 Questions**

**III.a Table Information**

1) For tables D1 and D2, please provide the following information:

Academic year

Total number of program completers

2) For tables D3 and D4, please provide the following information:

Academic year

Total number of program completers

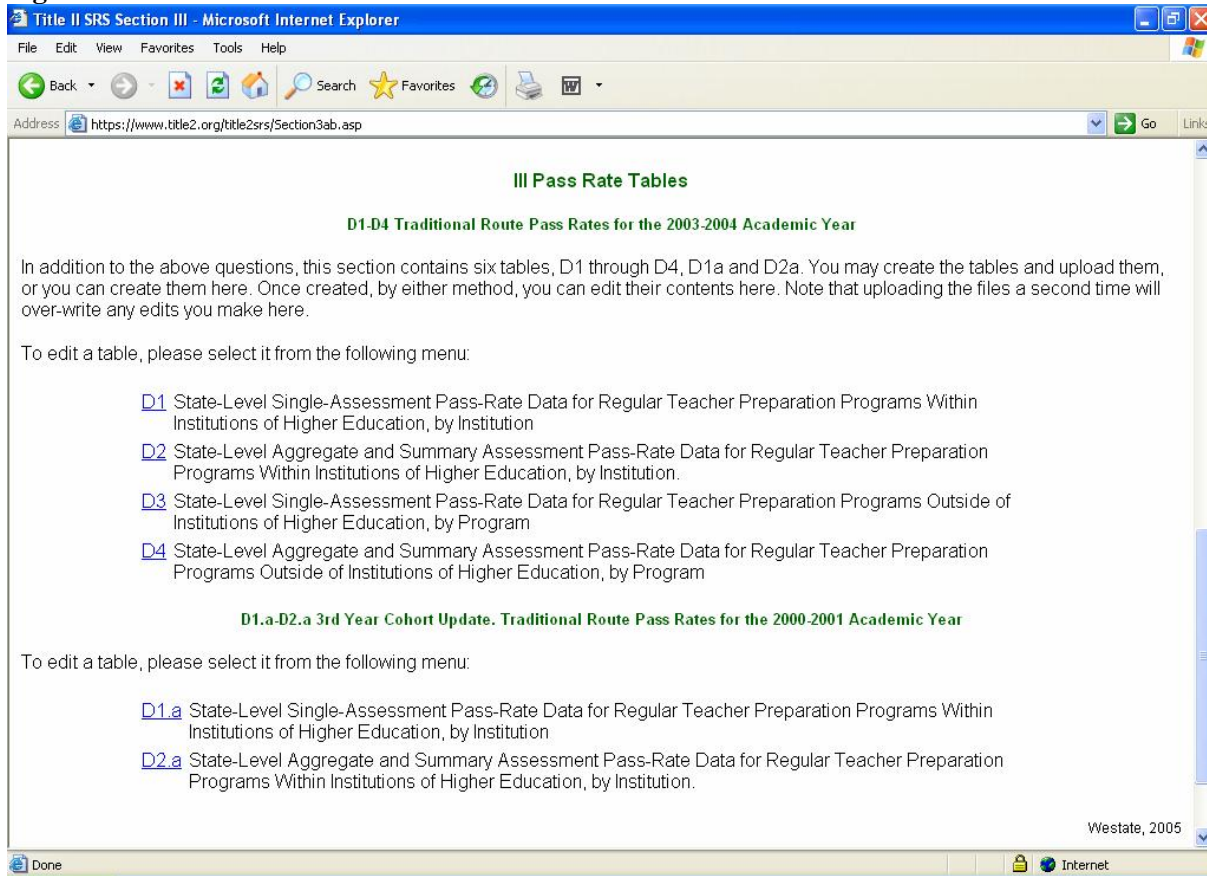
**III.b Statewide Total Numbers**

1) Total number of persons receiving initial certification or licensure in the state during this academic year:

After saving Sections III.a. and III.b., scroll down the page to complete Tables D1-D4 and Tables D1.a-D2.a (see Figure E.11.). You may download, complete, and upload the tables using the Templates and Uploads feature on the Main Menu (see Part E.2. *Templates and Uploads*) or you may enter the data for these tables here. After the tables are created (whether uploaded or entered here), you can then access and edit the tables using the links on this page.



**Figure E.11. Tables D1-D4 and Tables D1.a-D2.a**



Click on the appropriate link for the table you want to edit or enter. If the table has been previously uploaded, you will see the table entries listed (*see Figure E.12.*). If the table has not been uploaded, you will see the table header only.



**Figure E.12. Entering or Editing a Table**

**Quality of Teacher Preparation  
State Reporting System**

**Section III.a (Table D1)**

Westate, 2005

**State-level single-assessment pass-rate data for regular teacher preparation programs within institutions of higher education, by institution**

All the data provided in the uploaded table is displayed below. You may add, edit or delete entries from this page. To add a new entry, select Add New at the top of the page. To edit or delete an entry, select either the Edit or the Delete button for that entry. Page forward and backward through the list using the Back and Next buttons.

[Add New](#) [Back](#) [Next](#)

Edit	IHE Code	IHE Name	Area Code	Assmnt Code	Assmnt Name	Completed	Test Takers	Passed	Pass Rate	Delete
<a href="#">Edit</a>	134	Teacher University	1	731	CBT MATHEMATICS	10	10	10	100	<a href="#">Delete</a>
<a href="#">Edit</a>	134	Teacher University	1	711	CBT READING	10	10	10	100	<a href="#">Delete</a>
<a href="#">Edit</a>	134	Teacher University	1	721	CBT WRITING	10	10	10	100	<a href="#">Delete</a>

[Add New](#) [Back](#) [Next](#)

[Return to Section III](#)

To add a new table entry, click on the **Add New** button. This will take you to another screen. Depending on the table you are editing or entering, you will see drop-down lists and links for Add Institution, Add Assessment, and Add Program (*see Figure E.13.*). Click on a link to add information or choose the appropriate item from the associated drop down list. *See Part D. System Features* for help with text boxes and the buttons at the bottom of the screen.

If the table has been previously uploaded, review the data and edit it as necessary. To edit an entry, click on the **Edit** button to the left of the entry. To delete an entry, click on the **Delete** button to the right of the entry. You will see an alert box asking if you really want to delete the entry. To go ahead and delete the entry, click on **OK**. If you do not want to delete the entry, click on **Cancel**.

If the table is more than one page, use the **Next** and **Back** buttons at the top or bottom of the table to page forward and backward. These buttons will appear gray and be inoperable if the table is only one page.


**Figure E.13. Adding a Table Item**

**Title II SRS Section III Table D1 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W

Address <http://www.title2.org/title2srs/Section3D1.asp> Go Links



## Quality of Teacher Preparation State Reporting System

Section III.a (Table D1)

Westate, 2005

Please provide the following information.

Institution  [Add Institution](#)

Area Code

Assessment  [Add Assessment](#)

Number Completed

Test Takers

Number Passed

Pass Rate  %

Westate, 2005

Quality of Teacher Preparation  
Title II, Higher Education Act

[Contact Us](#)  
[Glossary](#)

Done Internet

### **E.1.e. Section IV: Description of Criteria for Assessing the Performance of Teacher Preparation Programs within Institutions in the State**

From the Report Menu, click on the link for **Section IV** (see Figure E.14.). Information in this section should be based on your state's most current regulations and policies. See Part D. System Features for help with radio buttons, text boxes, and the Edit List feature. Please be concise and brief when entering data in text boxes. If you have a large amount of text to enter, you may email us a separate document (at **title2@westat.com**) and refer to the document in the text box. You may also refer to Web addresses in the text boxes.

Please note that in question #1, if you answer **Yes**, you must enter an Implementation Date. If you answer **No**, you cannot enter an Implementation Date. When entering a valid Implementation Date, be sure to use this format: mm/dd/yyyy.

**Figure E.14. Section IV**

The screenshot shows a Microsoft Internet Explorer window titled "Title II SRS Section IV - Microsoft Internet Explorer". The address bar shows "http://www.title2.org/title2srs/Section4.asp". The page content includes the Department of Education logo, the title "Quality of Teacher Preparation State Reporting System", and "Section IV" in green. Below this is the description: "Description of criteria for assessing the performance of teacher preparation programs within institutions in the state. (Based on your state's most current regulations and policies)". It also indicates "5 Questions" and "Westate, 2005". The first question is: "1) Has the state implemented criteria for assessing teacher preparation program performance?". It has three radio button options: "Yes" (selected), "No", and "Not applicable". To the right of these options is an "Implementation Date" text box with a placeholder "(mm/dd/yyyy)". Below the radio buttons is a text box labeled "List the entities involved in implementation." followed by a large text area. Below that is another text box labeled "Specify any national organizations whose criteria are being used or that are involved in some other way." followed by another large text area. At the bottom is a text box labeled "Describe the criteria." followed by a large text area. The status bar at the bottom shows "Done" and "Internet".

**Quality of Teacher Preparation  
State Reporting System**

**Section IV**

Westate, 2005

**Description of criteria for assessing the performance of teacher preparation programs within institutions in the state.  
(Based on your state's most current regulations and policies)**

**5 Questions**

1) Has the state implemented criteria for assessing teacher preparation program performance?

☒ Yes  
☐ No  
☐ Not applicable

Implementation Date  (mm/dd/yyyy)

List the entities involved in implementation.

Specify any national organizations whose criteria are being used or that are involved in some other way.

Describe the criteria.

### **E.1.f. Section V: List of Low Performing State Teacher Preparation Programs**

From the Report Menu, click on the link for **Section V** (see *Figure E.15.*). Items in this section should be answered with information as of the most current review cycle. See *Part D. System Features* for help with text boxes and the Edit List feature. Please be concise and brief when entering data in text boxes. If you have a large amount of text to enter, you may email us a separate document (at **title2@westat.com**) and refer to the document in the text box. You may also refer to Web addresses in the text boxes.

In Question 3, when adding a new teacher preparation program, use this date format: mm/dd/yyyy. If you do not follow this format, you will see an alert box stating that the date is invalid. Do not answer Question 3 if you have not identified any institutions as Low Performing or at-risk of becoming Low Performing.

**Figure E.15. Section V**

**Quality of Teacher Preparation  
State Reporting System**

**Section V**

Westate, 2005

**List of low performing state teacher preparation programs  
(As of the most current review cycle)**

**3 Questions**

1) Please provide a description of the procedure your state uses to identify and assist (through the provision of technical assistance) low-performing programs of teacher preparation. (See HEA Title II, Section 208(a).)

2) Please provide a list of the criteria your state has defined for classifying teacher preparation programs as "low performing." (See HEA Title II, Section 208(a).)

**Do not answer question 3 if you have not identified any institutions as Low Performing or at-risk of becoming Low Performing.**

3) Please provide a list of teacher preparation programs in your state that are currently classified as low performing, or as being at risk of being

### **E.1.g. Section VI: Information on Waivers of State Certification or Licensure Requirements**

From the Report Menu, click on the link for **Section VI** (see *Figure E.16.*). Note that question 1 asks for data for the 2004-2005 reporting cycle. You should exclude those teachers participating in alternate routes who meet the criteria for being highly qualified under the *No Child Left Behind Act*, and those teachers who are short- or long-term substitutes (as defined by the state). The categories found in Section VI include those subjects defined as “core academic subjects” by the *No Child Left Behind Act*. In question 2, be sure to enter the data collection dates in this format: mm/dd/yyyy. Waiver data is now collected only as a full-year count.

See *Part D. System Features* for help with text boxes, the Edit List feature, and radio buttons.

**Figure E.16. Section VI**

**Quality of Teacher Preparation  
State Reporting System**

**Section VI** Westate, 2005

**Information on waivers of state certification or licensure requirements** 4 Questions

1) Please provide the numbers of teachers with waivers by high-poverty districts, all other districts, and by the core academic subject areas, for the 2004-2005 academic year. You should exclude those teachers participating in alternate routes who meet the criteria for being highly qualified under the No Child Left Behind Act, and those teachers who are short- or long-term substitutes (as defined by the state). The secondary level includes junior high, middle school, and high school.

Category	Total number of teachers	Number of teachers not fully certified (on a waiver)
State Totals	<input type="text"/>	<input type="text"/>
High-poverty districts	<input type="text"/>	<input type="text"/>
All other districts	<input type="text"/>	<input type="text"/>
Arts (all levels)	<input type="text"/>	<input type="text"/>
Special education (all levels)	<input type="text"/>	<input type="text"/>
Bilingual/ESL (all levels)	<input type="text"/>	<input type="text"/>

### **E.1.h. Section VII: Alternative Routes to Teacher Certification or Licensure, and Pass Rates for Program Completers of Alternative Routes**

From the Report Menu, click on the link for **Section VII** (see Figure E.17.). After completing Question 1, save this section before moving on.

**Save Section VII after completing question 1 and before moving on to the remainder of the section. Please note that links for Sections VII.a., VII.b., and VII.c. (Tables D5, D6, D5.a, and D6.a) are located on the same page as Section VII, Question 1. You will see them as you scroll down the page.**

**Figure E.17. Section VII**

Quality of Teacher Preparation  
State Reporting System

Section VII

Westate, 2005

Alternative routes to teacher certification or licensure, and pass rates for program completers of alternate routes.

1 Question

1) For tables D5 and D6, please provide the following information:

Academic year

Total number of program completers

Warning: Save any changes before proceeding to Section VII a-c.

Section VII is divided into three parts. Part a covers reference information on alternative routes. Part b is a comprehensive description of each route. Part c is comprised of the two tables required by this section. As with earlier tables, the tables in this section may either be uploaded or created here, and in either case may be edited here.

Please select from the following:

[Section VII.a](#) Alternative Certification Status

The remainder of Section VII is divided into several parts. Section VII.a deals with alternative certification status. Section VII.b collects descriptions of alternative routes. Section VII.c is comprised of Tables D5, D6, D5.a, and D6.a and collects pass rate data for alternative routes.

To complete **Section VII.a.**, click on the appropriate link. Information in this section should be based on your state's most current regulations and policies. See *Part D. System Features* for help using radio buttons and the Edit List feature.

To complete **Section VII.b.**, click on the appropriate link. Here, you will describe each alternative route to certification, based on your state's most current regulations and policies. If your state Title II Coordinator entered this information for the last reporting year, this data will be pre-filled. To add data



for a route, click on the **Add New** button. To edit a route already listed, click on the **Edit** button. To delete a route, click on the **Delete** button.

For each alternative route, please provide the following information:

- Alternative route or program name
- Recruitment details
- Selection process description
- Program of study
- Practice teaching details and hours
- Assessments required
- Private support details
- Names of institutions or entities offering the program
- Administration details

Question 10 of Section VII.b. lists institutions offering each alternative route. This list is automatically generated after Tables D1 and D2 have been entered. To add an institution, click on the Add Institution link.

To complete **Section VII.c** (Tables D5, D6, D5.a, D6.a), click on the appropriate link. If the table has been previously uploaded, you will see the table entries listed (*see Figure E.18.*). If the table has not been uploaded, you will see the table header only. To add a table entry, click on the **Add New** button. Depending on the table you are editing, you will see drop-down lists and links for Add Program and Add Assessment (*see Figure E.13.*). Click on a link to add information or choose the appropriate item from the associated drop down list. *See Part D. System Features* for help with text boxes and the buttons at the bottom of the screen. If you have more than one entry to add, click on the **Save and Stay** button at the bottom of the page and enter the data for your next item.

**Figure E.18. Table D5**

**Quality of Teacher Preparation State Reporting System**

**Section VII.c** Westate, 2005

**State-level single-assessment pass-rate data for alternative route teacher preparation programs, by alternative route**  
(Based on the 2003-2004 academic year)

All the data provided in the uploaded table is displayed below. You may add, edit or delete entries from this page. To add a new entry, select Add New at the top of the page. To edit or delete an entry, select either the Edit or the Delete button for that entry. Page forward and backward through the list using the Back and Next buttons.

[Add New](#) [Back](#) [Next](#)

Edit	Program Code	Program Name	Area Code	Assmnt Code	Assmnt Name	Completed	Test Takers	Passed	Pass Rate	Delete
<a href="#">Edit</a>	3007	ALTERNATE RTE TO CERTIFICATION	2	523	PRINCIPLES LEARNING & TEACHING 5-9	20	10	10	100	<a href="#">Delete</a>
<a href="#">Edit</a>	3007	ALTERNATE RTE TO CERTIFICATION	2	522	PRINCIPLES LEARNING & TEACHING K-6	20	20	20	100	<a href="#">Delete</a>

[Add New](#) [Back](#) [Next](#)

If the table has been previously uploaded, review the data and edit it as necessary. To edit an entry, click on the **Edit** button to the left of the entry. To delete an entry, click on the **Delete** button to the right of the entry. You will see an alert box asking if you really want to delete the entry. To go ahead and delete the entry, click on **OK**. If you do not want to delete the entry, click on **Cancel**.

If the table is more than one page, use the **Next** and **Back** buttons at the top of the table to page forward and backward. These buttons will appear gray and be inoperable if the table is only one page.

### **E.1.i. Section VIII: State Efforts to Improve Teacher Quality**

From the Report Menu, click on the link for **Section VIII** (see *Figure E.19*). Question 1 of Section VIII should be pre-filled with information entered during the previous reporting year. Please review this information and edit it as necessary. Please be as concise as possible when entering or editing text. If you have large amounts of text to enter, you may refer to a separate document in the text box and email the document to us at **title2@westat.com**. For question 2, please see *Part D. System Features* for help with the Edit List feature.

**Figure E.19. Section VIII**

**Quality of Teacher Preparation  
State Reporting System**

**Section VIII** Westate, 2005

**State efforts to improve teacher quality** 2 Questions

1) Please list and describe any steps taken by the state during the past year to improve teacher quality. Efforts might include: developing standards or criteria for teacher performance; changing requirements for initial teacher certification or licensure; revising required assessments for initial teacher certification or licensure; modifying policies for renewals, certificates or licenses; developing alternative routes to certification; changing the grounds for waivers of teacher certification or licensure.

2) Please provide references or documentation.

**Edit List** References already provided are listed below. Modify this list by pressing Edit List.



### **E.1.j. Section IX: Certification**

From the Report Menu, click on the link for **Section IX**. Upon entering this section, the SRS will run a check to be sure the report is complete. If the report is not complete, the system will present a list of questions that have been left unanswered (*see Figure E.20.*).

Data editing features have been implemented to assist you in ensuring the quality and accuracy of the information being reporting. For example, you will now see a report on the percentage change in the number of program completers taking and passing assessments for the current and prior year.

The expanded data verification report, which provides edit check information, is always available in Section IX; you do not need to certify in order to view the report.

**Figure E.20. Certification Verification**

The screenshot shows a Microsoft Internet Explorer window titled "Title II SRS Section IX - Microsoft Internet Explorer". The address bar shows "http://www.title2.org/title2srs/Section9.asp". The page content includes the Department of Education logo, the title "Quality of Teacher Preparation State Reporting System", and "Section IX" and "Certification" headings. It states "Westate, 2005". The text reads: "The information in this report must be accurate and complete, and conform to the definitions and instructions used in the *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation*. The information required is listed below. If errors appear, please take the following steps:" followed by a bulleted list of instructions. Below this is a "Report Errors" section with a table listing errors by section and question number.

Section	Question Number
<a href="#">Section IIIa</a>	1
<a href="#">Section IIIb</a>	1
<a href="#">Section IIIb</a>	2
<a href="#">Section V</a>	1
<a href="#">Section V</a>	2
<a href="#">Section VI</a>	1

State Totals - Total number of teachers required

You must resolve all outstanding issues listed in Section IX before certifying your data. If your report includes errors (i.e., unanswered questions), follow these instructions, which are listed at the top of Section IX:

- Revisit each unanswered question and answer 'Yes' or 'No' or 'Not applicable' wherever possible.
- If the question contains a text box and there is not an appropriate response, type 'N/A' in the text box.
- If you believe a question should legitimately be left blank, call or email your Westat contact.

When all sections of the report have been completed, the state Title II Coordinator will select the check box in the **Complete** field (*see Figure E.21.*). Checking this box indicates that the report is complete and that the information in the report is accurate and conforms to the definitions and instructions used in the *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation*. (The Guide can be found on the Title II web site at **www.title2.org.**) When the box is checked, the data collection system will automatically send the state Coordinator an email indicating that the certification process is complete. In order for the e-mail verification of data certification to work properly, your browser must allow pop-up windows. Please disable any pop-up blockers to use this feature.

**Figure E.21. Certification**

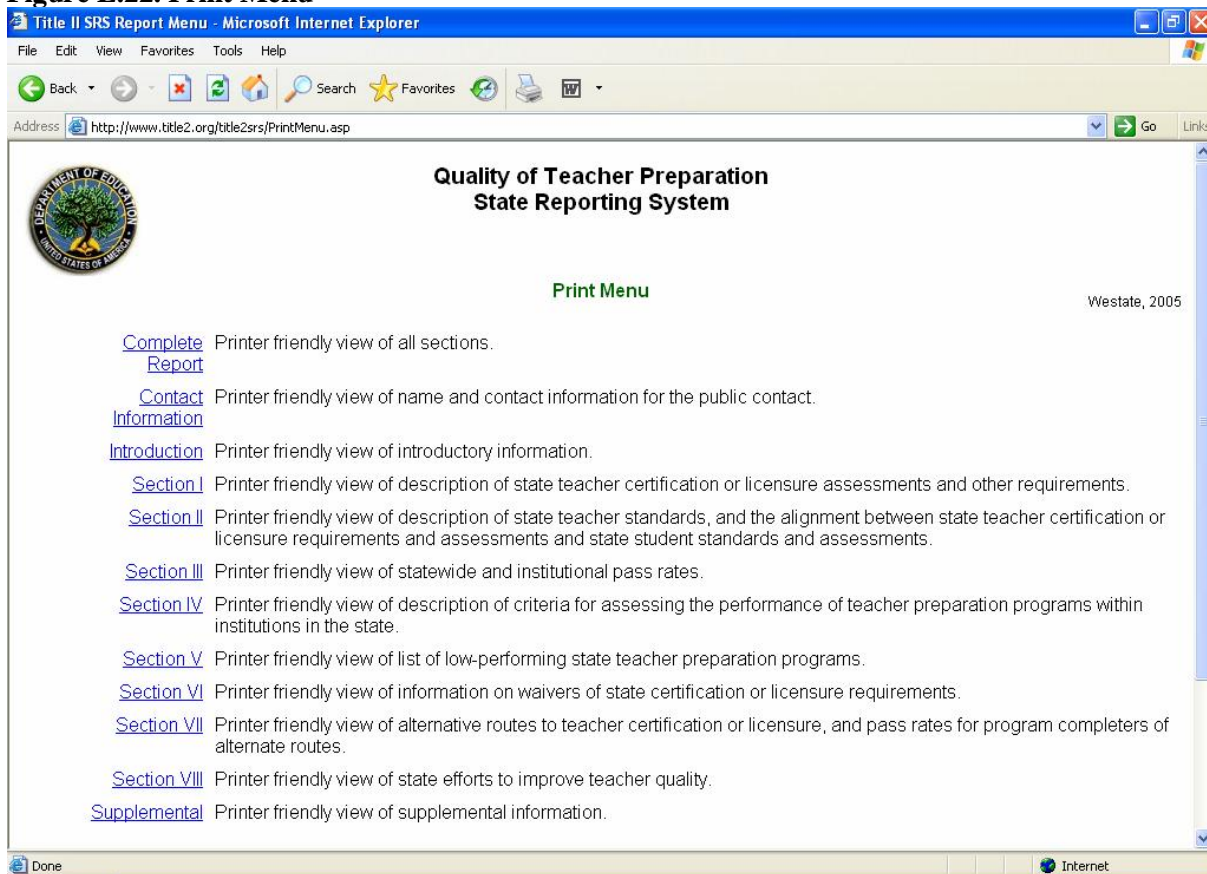
Figure E.21 is a screenshot of a web browser window displaying the Title II SRS Section IX certification page. The browser is Microsoft Internet Explorer, and the address bar shows the URL: <http://www.title2.org/title2srs/Section9.asp>. The page content includes a message at the top: "there is no DO school summary record for AreaCode 2.". Below this, there are three main sections: "Pass Rate Comparison" with a message "Pass rate data for last year and/or this year has not been loaded. Data cannot be compared.", "Waiver Errors" with a message "There are no waiver errors to prevent data certification.", and a certification statement: "I certify that, to the best of my knowledge, the information in this report is accurate and complete and conforms to the definitions and instructions used in the Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation." Below the statement, the user's name is "Elizabeth Buckland" and their title is "Research Analyst". There is a "Complete:" label followed by an unchecked checkbox and the text "Checking this box indicates that this report is complete and accurate, as described above." At the bottom of the form, there are four buttons: "Save and Stay", "Save and Exit", "Reset", and "Exit Without Saving". The footer of the page includes the text "Westate, 2005" and links for "Contact Us", "Glossary", and "Log Out". The browser's status bar at the bottom shows "Internet".

### **E.1.k. Printing Your State Report**

From the Report Menu, click on the **Print Menu** link. From the Print Menu (see Figure E.22) you may print your complete report, or each section separately. Click on the appropriate section link to view a printer friendly version of the section. To print the section, use your browser print function. For example, if you are using Internet Explorer, you should see a Print button at the top of your browser window. Click on this button to print the page or click on File from the menu at the top of the screen, and then choose Print.

While you may print the entire report at once, we recommend you print each section separately. Depending on your window or browser settings, some sections (Section III, for example) will print better in landscape format. Also, many of the sections can be quite lengthy particularly Section I.e. and Section III. Printing the entire report at once may take several minutes.

**Figure E.22. Print Menu**



### **E.2. Templates and Uploads**

**We would prefer that you email your pass rate files to Westat for uploading. Please email your files to your designated Westat contact. If you choose to upload your own files, follow the instructions below. If you should need technical assistance, contact Westat.**

### **E.2.a. Uploads**

From the Main Menu page, click on the **Uploads and Templates** link. You may upload the following files using the Upload tool provided here (see *Figure E.23.*): Tables D1-D6, Tables D1.a-D2.a, Tables D5.a-D6.a, and unmodified ETS report files.

In the text box, type in the path to an individual file, or click on the **Browse** button to select a file to upload. **Be sure to select all the files you wish to upload, and upload all the files at once.** You must also specify the file type by clicking on the appropriate radio button below the text box. The file type must be one of the following:

- file(s) provided by ETS for a regular program within an IHE;
- file(s) provided by ETS for a regular program outside an IHE;
- file(s) provided by ETS for an alternative route program; or
- file(s) in .csv (comma separated values, similar to an Excel file) format for Tables D1-D6, Tables D1.a-D2.a, and Tables D5.a-D6.a.

Use the .csv format if you are not using the standard files provided by ETS (NES states and states generating their own data). See *Part E.2.b. Templates* for instructions on downloading files in this format.

**Figure E.23. Uploads**

**Quality of Teacher Preparation State Reporting System**

**Uploads and Templates**

Westate, 2005

**Uploads**

You may upload Tables D1-D6 and Tables D1a, D2a, D5a, and D6a in csv format as described below (see [templates](#)), or unmodified ETS report files. Upload each file using the upload tool below. You can either enter the path to an individual file, or use the Browse button to locate the file or files. In addition to selecting the file to upload, you must also specify the file type. To process your uploaded file(s) press the Process Uploads button.

Use the table editors found in [Section 3](#) and [Section 7](#) to review the uploaded data and ensure that it was processed completely and correctly. Note that if you are unable to supply either the .csv formatted files or original ETS spreadsheets, you can use the table editors to enter the data directly into the system.

☒ ETS File, Regular Program Within IHE  
☐ ETS File, Regular Program Within IHE, Third Year Cohort Update  
☐ ETS File, Regular Program Outside IHE  
☐ ETS File, Alternative Route Program  
☐ ETS File, Alternative Route Program, Third Year Cohort Update  
☐ .CSV Formatted File: D1-D6, D1a, D2a, D5a, D6a

**Files Uploaded**  
(Pending Processing)

Once you have chosen all the files to upload and specified the file type, click on the **Send File** button to upload all the files.

If each of the files were successfully uploaded, you will see a message stating, “Upload of (file name) was completed successfully.”

Once all of the files are uploaded, click on the **Process Uploads** button. You should see a message that states each uploaded file was processed and logged.

Once your files have been uploaded, go to the appropriate section (Section III or VII) of the system to be sure the data were uploaded correctly. If the data were not uploaded correctly, you can enter the data in the appropriate section or contact Westat for assistance.

For additional help on preparing your pass rate files, please see *Pass Rate Tips* below.

## Title II Technical Assistance

### Pass Rate Tips

**PASS RATES:** The loaded pass rates in Tables D1 and D2 will automatically populate survey Table I.e. (the cut score table), Section I.e. (entry/exit requirements), and Section VII.b. (IHEs with alternative routes). **Please send us or upload your pass rate files as soon as possible.**

Pass rate files will undergo rigorous system checks as they are uploaded. Any errors will be reported immediately to the user in an error message. To avoid some of these errors, please review the checklist below before submitting or uploading pass rate files.

### ✓ Check List

- ☐ Files must be in ETS format or match the templates provided on the web-based system (Section III for traditional routes and VII for alternative routes).
- ☐ If you use the templates provided on the web-based system (Sections III and VII), the files CANNOT contain any commas. Make sure that the institutional name and assessment name fields do not contain commas.
- ☐ The **Area Code [AreaCode]** field is required for every record. All assessments must be assigned an Area Code that indicates the aggregate testing area. There are seven aggregate categories and codes:

Code	Category
1	Basic Skills
2	Professional Knowledge and Pedagogy
3	Academic Content Areas
4	Other Content Areas
5	Teaching Special Populations
6	Performance
7	Summary
- ☐ **IHE Codes [IHECode]** (Institution of Higher Education) are required for traditional route Tables D1, D2, D3, D4, D1.a, and D2.a. **IHE Codes** must be unique to each institution.
- ☐ **Program Codes [ProgCode]** are required for alternative route pass rate Tables D5, D6, D5.a, and D6.a (alternative route pass rates). Programs may be institutions or they may be outside of IHE's; they should also be unique. You cannot use the IHE codes from Tables D1-D4 in this field.
- ☐ Both IHE and Program codes should match the codes used in prior years.
- ☐ **IHE Names [IHENAME]** are required for traditional route pass rate Tables D1, D2, D3, D4, D1.a, and D2.a.
- ☐ **Program Names [ProgName]** are required for alternative route pass rate Tables D5, D6, D5.a, and D6.a.
- ☐ Please check the IHE Names and Program Names to ensure uniformity. Verify that the names are spelled properly. If you use abbreviations, make sure they are used consistently.

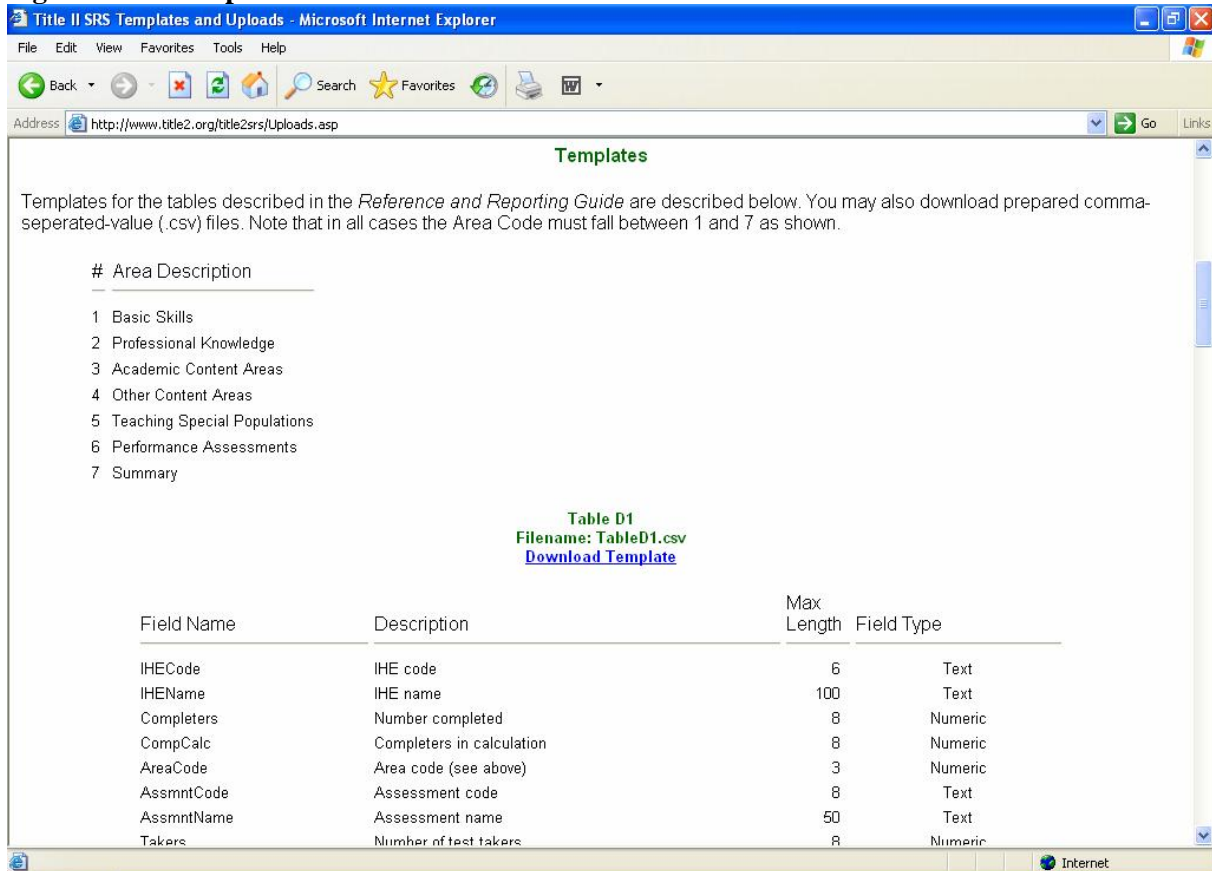
- ☐ The **Assessment Code [AssessmentCode]** and **Assessment Name [AssessmentName]** must be unique to each test. They also should match the codes and names given by the testing company and/or your state. Frequently we see incomplete names (for example, Biology rather than Biology Content Knowledge) or inconsistent assessment codes.
- ☐ The number of test takers **[Takers]** must be a number equal to or greater than zero, even if it is less than 10. If the record is left blank, it will not be loaded.
- ☐ The number of completers passing **[Passed]** should be blank if it is less than 10. It must also be less than or equal to the number of takers.
- ☐ The pass rate **[Passrate]** should be blank if there are less than 10 test takers. It should be equal to the number of passers divided by the number of takers.
- ☐ All institutional pass rates in Table D2 and D2.a (aggregate traditional route pass rates) must be assigned a quartile rank **[Quartile]**. If a record is blank, a quartile rank is not reported.
- ☐ There must be a Table D2 record for every school listed in D1. Table D1 collects individual assessment information at the IHE level and D2 collects this IHE information at the aggregate area code level. All schools with assessment information in D1 must be aggregated and listed in D2. This is also the case with D5 and D6, D1.a and D2.a, and D5.a and D6.a.
- ☐ There must be a D2 (or D2.a) statewide record for each area tested in D1 (or D1.a).
- ☐ There must be a D1 (or D1.a) statewide record for each assessment in D1 (or D1.a).
- ☐ There must be a statewide record for each aggregate area code in D6 and D6.a.
- ☐ If you are using the templates provided on the system, the statewide summary records must use the IHE or Program Code 9999. State summary records must be named "*Statename* Summary" (Alabama Summary, for example).

### E.2.b. Templates

Data templates (pre-formatted Excel spreadsheets) are provided for you to help you report pass rates and other data. Think of these as a library of spreadsheets that have been developed for Title II. These templates are provided in a special format, similar to Excel, called .csv (comma separated values). From the SRS, you can download a data template (spreadsheet), enter data into the template, and upload the file back into the system. Once you have downloaded a file, you can work in that file without being logged into the SRS.

Scrolling down the Uploads and Templates page, you will see descriptions for Tables D1-D6, Tables D1.a-D2.a, and Tables D5.a-D6.a (*see Figure E.24.*).

**Figure E.24. Templates**



For all of the tables, the Area Code must be a number between 1 & 7. The Area Codes are listed below:

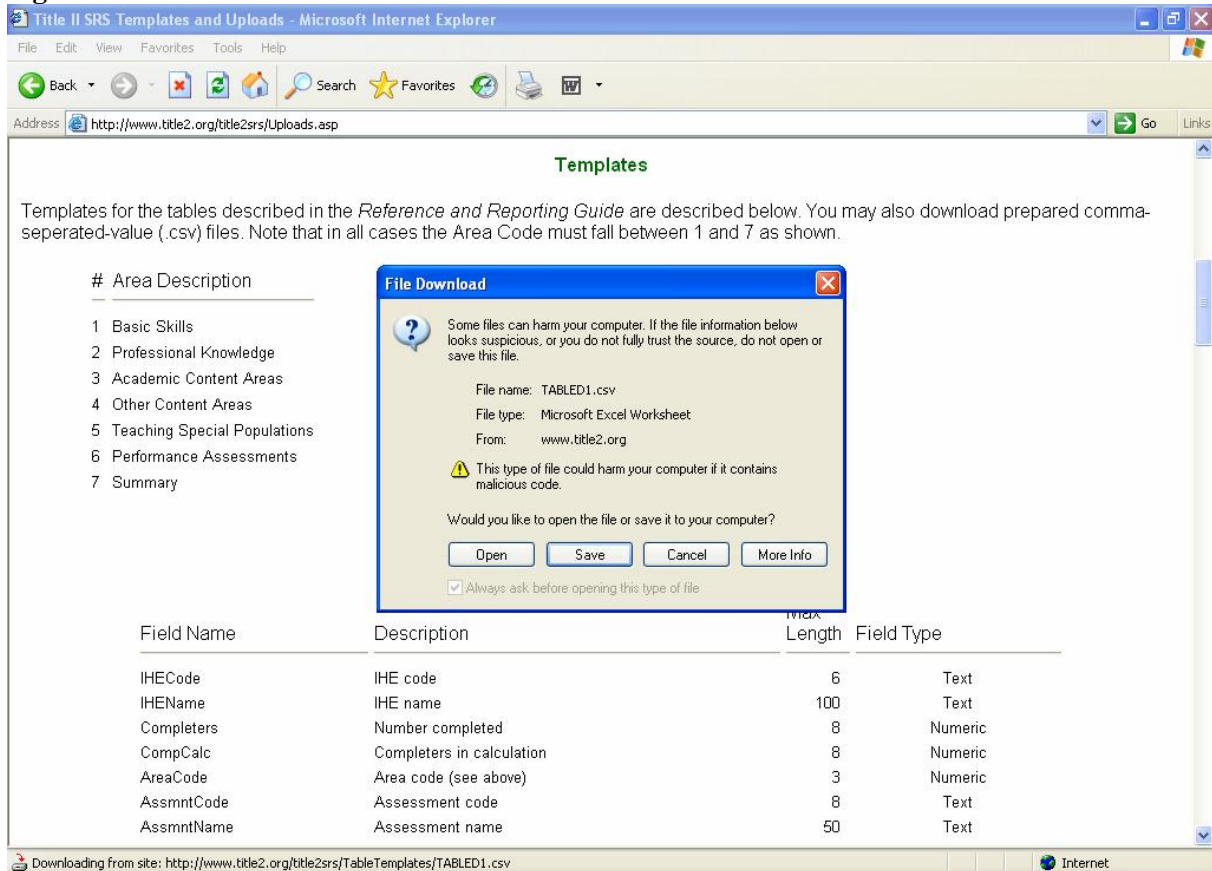
- 1 Basic Skills
- 2 Professional Knowledge
- 3 Academic Content Areas
- 4 Other Content Areas
- 5 Teaching Special Populations
- 6 Performance Assessments
- 7 Summary



Each table description includes Field Name, Description of the field, Maximum Length allowed in the field, and Field type. Field type is text or numeric, meaning either a number or text is expected and allowed in that particular field.

**Download a Template.** To download a template, simply click on the **Download Template** link found under each table name. A File Download box will appear (see *Figure E.25.*). Save the file in your desired location. (We suggest you create a Title II folder or diskette and save your files there.)

**Figure E.25. File Download**



You can then open the file in Excel. You will see a blank spreadsheet with column headers. *Figure E.26.* is an example of what you would see opening the template for Table D1.

**Figure E.26. Template for Table D1.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	IHECODE	IHENAME	COMPLET	COMPCALAREACOC	ASSMNTCASSMNTN	TAKERS	PASSED	PASSRATE							
2															
3															
4															
5															
6															
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Once you have saved the spreadsheet on your hard drive or diskette, you can enter the data off-line. You do not need to remain in the SRS to work in the spreadsheet. (You may also enter the data on-line. See the appropriate section of this manual for instructions.) After you enter data into the template, **save it** on your hard drive or diskette! The file should automatically save as a .csv file again.

**Be sure to remember where you save the template when you download it. After you enter the data, save the template again in the same location.**

See *Part E.2.a. Uploads* for instructions on uploading templates into the SRS.

### **E.3. Instructions**

From the Main Menu, click on the link for **Instructions**. This page provides basic instructions for using the SRS and also provides links to other resources (*see Figure E.27.*). You will find links to the *Reference and Reporting Guide* here.

**Figure E.27. Instructions**

